



PROCUREMENT MANUAL

Updates to Policy and Procedures for County Procurement

Purpose of Presentation

Introduce new and revised County policies

- Introduce a draft “Procurement Manual” with new and revised County policies
- Initiate a period of review for questions and feedback



Outline

Collection of relevant County Policies

- Why policies need to be updated
- Overview of new Contracts policy
- Overview of new Procurement policy
- Introduction of Procurement Manual



Why update policies?

Collection of relevant County Policies

- Policies are key to internal control environment
- Making proposed changes improves controls
- Address any gaps identified through continual evaluation
- Major system and management changes since last updates



Contracts Policy

Overview of new policy


Purpose

Establish a policy and procedure for creating, evaluating, executing, monitoring, and retaining contracts

Major Policy Topics

- Contract signature authority
- Required contract elements
- Required control process and contract management system/ repository

Title:	Contracts Policy	Policy #	Revision #:	Original
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Buncombe County, North Carolina

Contracts Policy

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1.0 Policy Information

Category & Subcategory:	--	Original Effective Date:	[Original Effective Date]	This Revision Effective:	[Revision Effective Date]
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Persons Affected: Eligible Buncombe County Workforce

Approved By:	.	Approved By:	
Date Approved:		Date Approved:	

Revision History

Effective Date	Version	Section	Summary of Changes	Author

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Contracts Policy

Overview of new policy

Contract Signature Authority

- Contracts may only be signed by authorized employees.
- Signature authority is derived solely from the Board of County Commissioners
- County Manager may grant written or electronic delegation for certain contracts on case-by-case basis
- Delegated authority to sign contracts is dependent on contract type and dollar thresholds, as established in procurement policy

Title:	Contracts Policy	Policy #		Revision #:	Original
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Buncombe County, North Carolina

Contracts Policy

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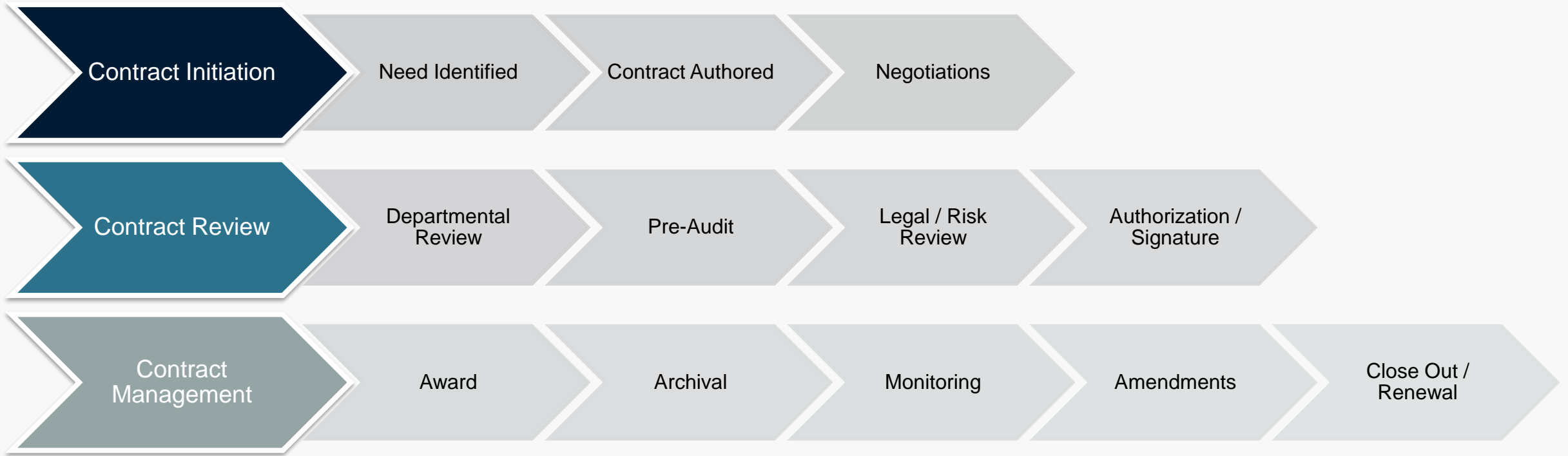


Contracts Policy

Overview of new policy

Contract Control Process

- Who is responsible for seeing contracts through the process
- Who needs to be included for review and approval
- What steps must be followed for all County contracts
- How contracts should be created, stored, monitored, amended, extended, or renewed



Contracts Policy

Overview of new policy

Contract Lifecycle Management (CLM)

- New CLM software implementation underway
- One system
- Electronic, auditable workflows for contract processes



Procurement Policy

Overview of new policy

Purpose


To be a guide to all Buncombe County Government employees responsible for obtaining apparatus, supplies, materials, equipment and services.

Major Policy Topics

- Roles and responsibilities
- Standards of conduct
- Guidance on Purchases by Type (e.g. Goods, Services, Construction, Technology)
- Processes for Bidding
- Methods of Procurement (e.g. Requisitions, Purchase Orders, Procurement Cards, Contracts)
- Delivery and Performance
- Minority, Women, and Small Business Suppliers



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 Buncombe County, North Carolina
Procurement Policy

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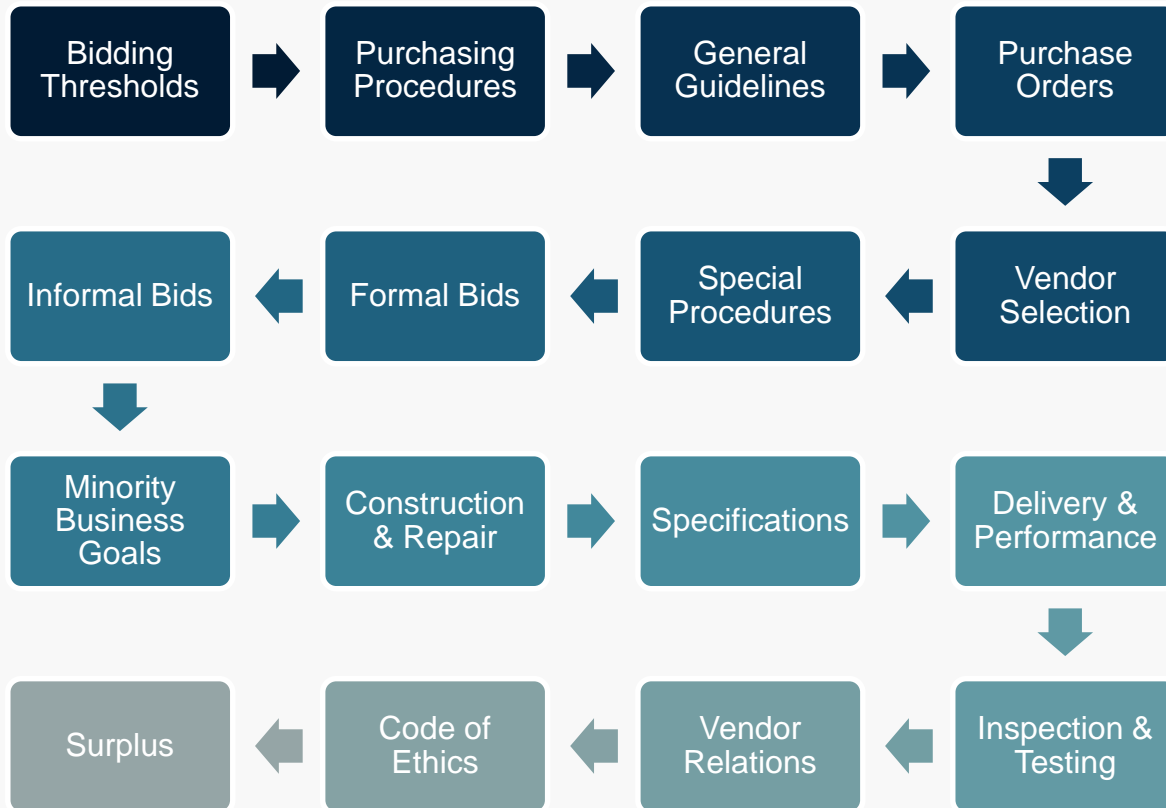
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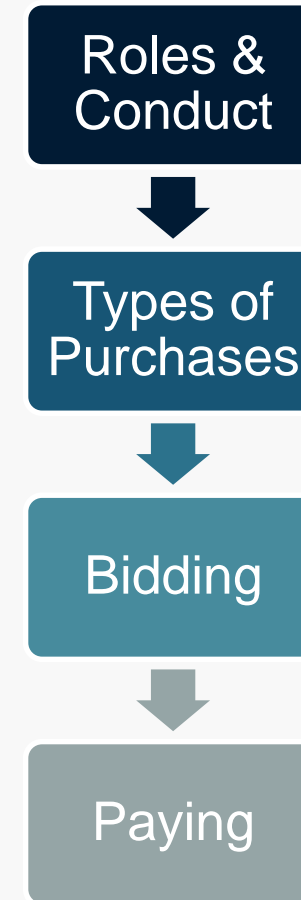
Procurement Policy

Overview of new policy

Existing Purchasing Policy Structure



New Procurement Policy Structure




Procurement Policy

Overview of new policy

Roles and Responsibilities

- Historically Buncombe Procurement has been very decentralized
- Policy changes increase role of central administration and monitoring, while maintaining departmental flexibility
- All parties responsible for ethical conduct, maintain good supplier relations, and operating in the best interest of Buncombe County

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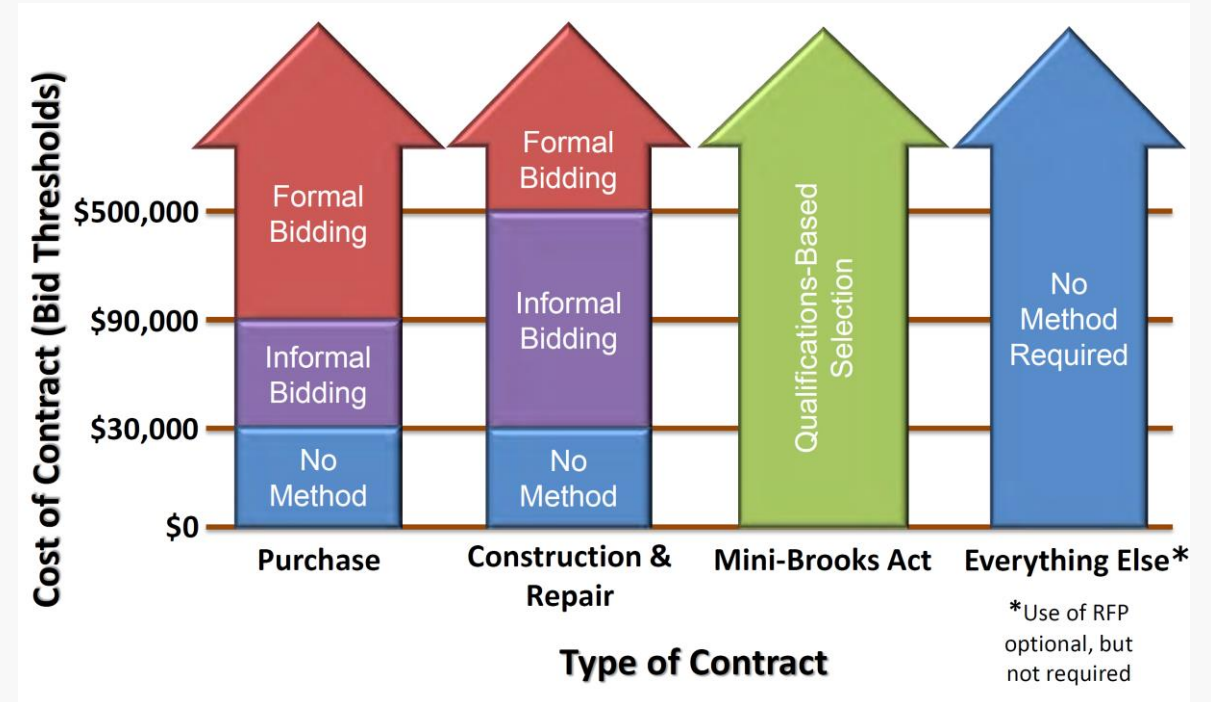
Procurement Policy

Overview of new policy

Guidance by Purchase Type

Goal is to establish policies and procedures that clearly follow NC General Statute, follow best practices, and achieve best outcomes for County

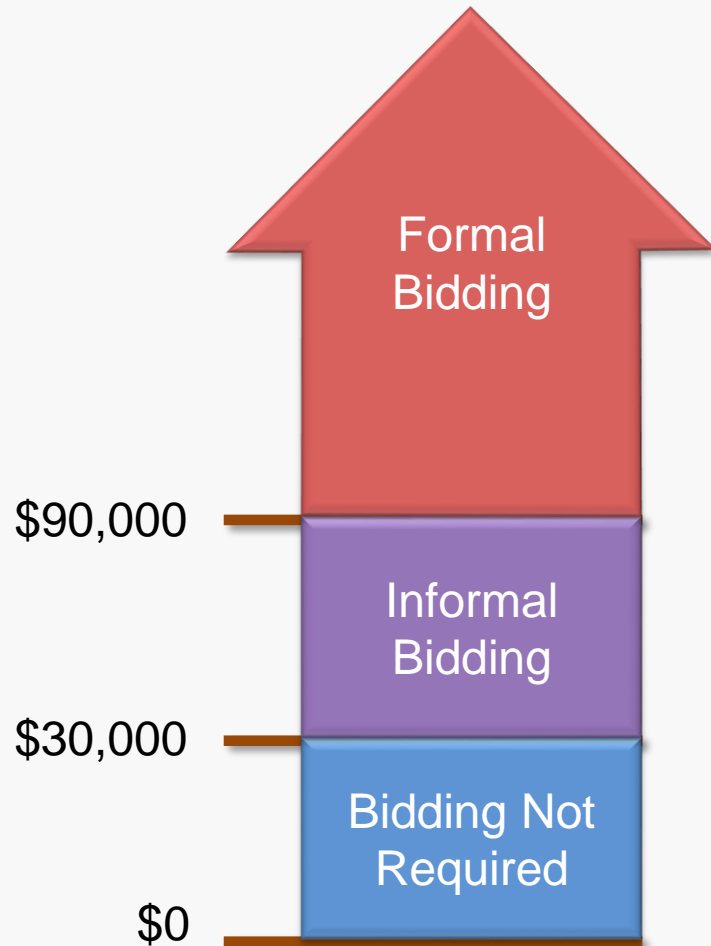
NC General Statute Overview



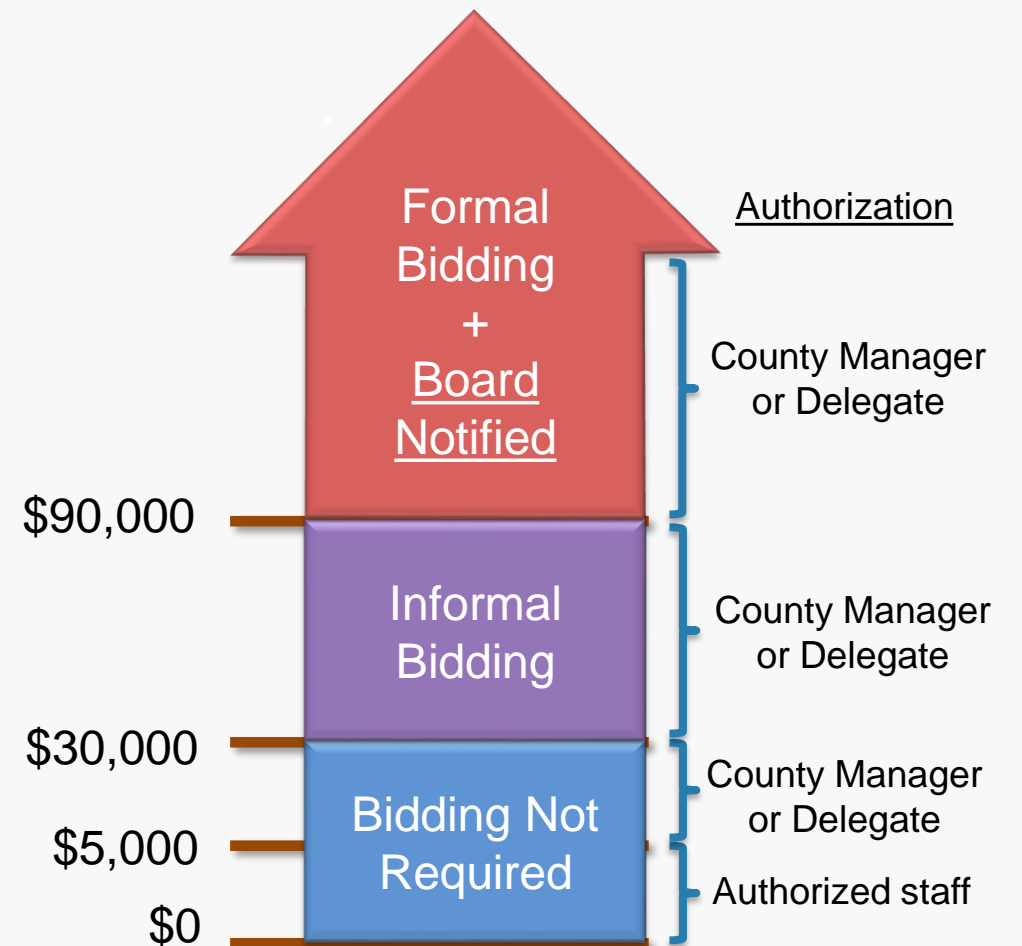
Purchases of Goods, Supplies, Materials, and Equipment

Comparison of NC State Law vs. Buncombe County Procurement Policy

NC General Statute



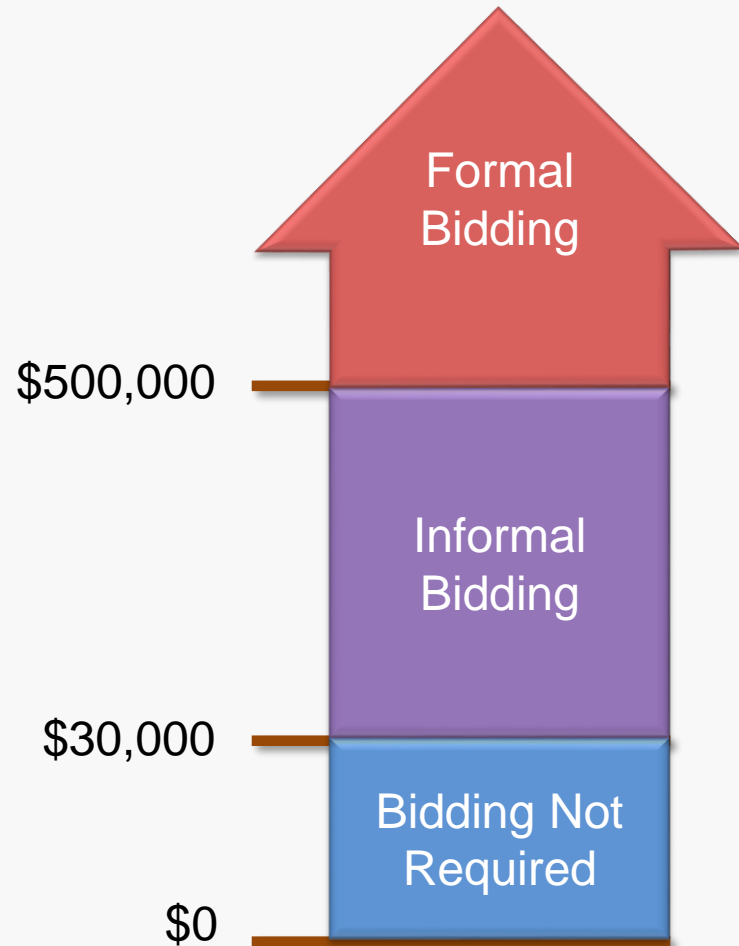
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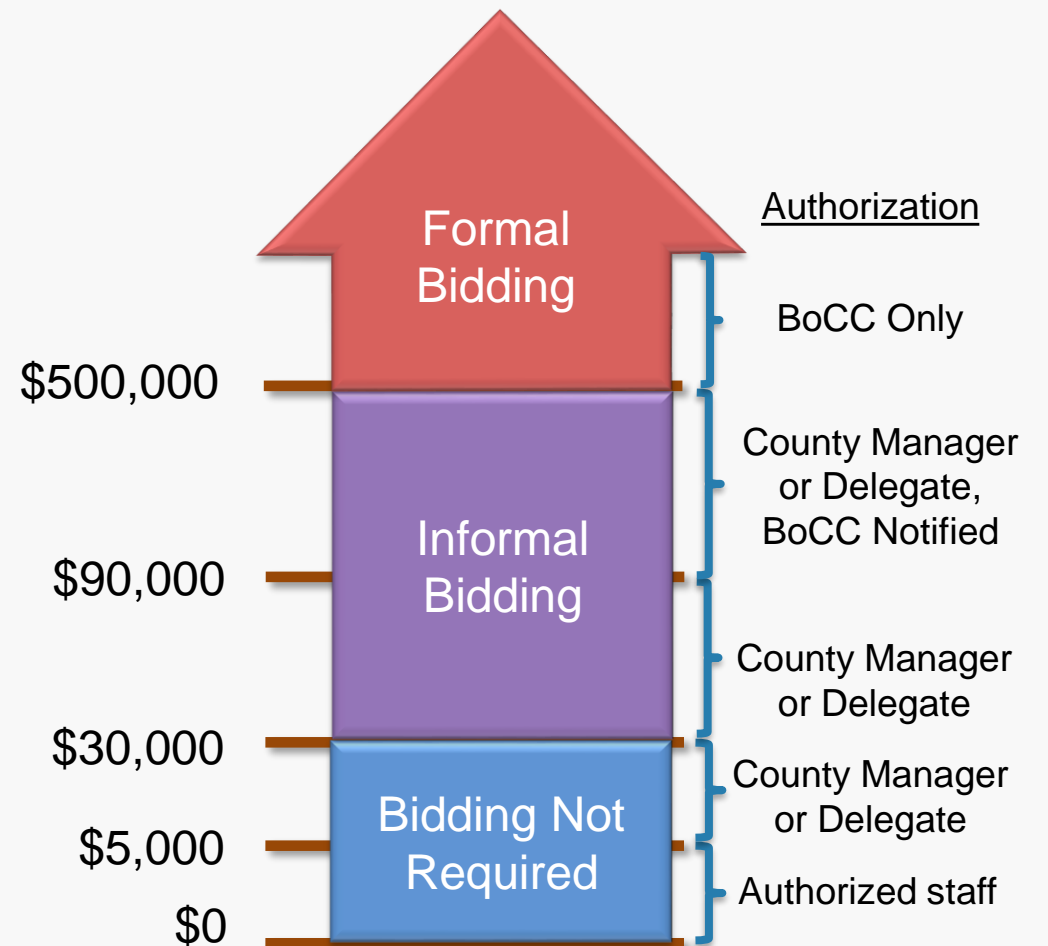
Construction or Repair

Comparison of NC State Law vs. Buncombe County Procurement Policy

NC General Statute



Buncombe Policy



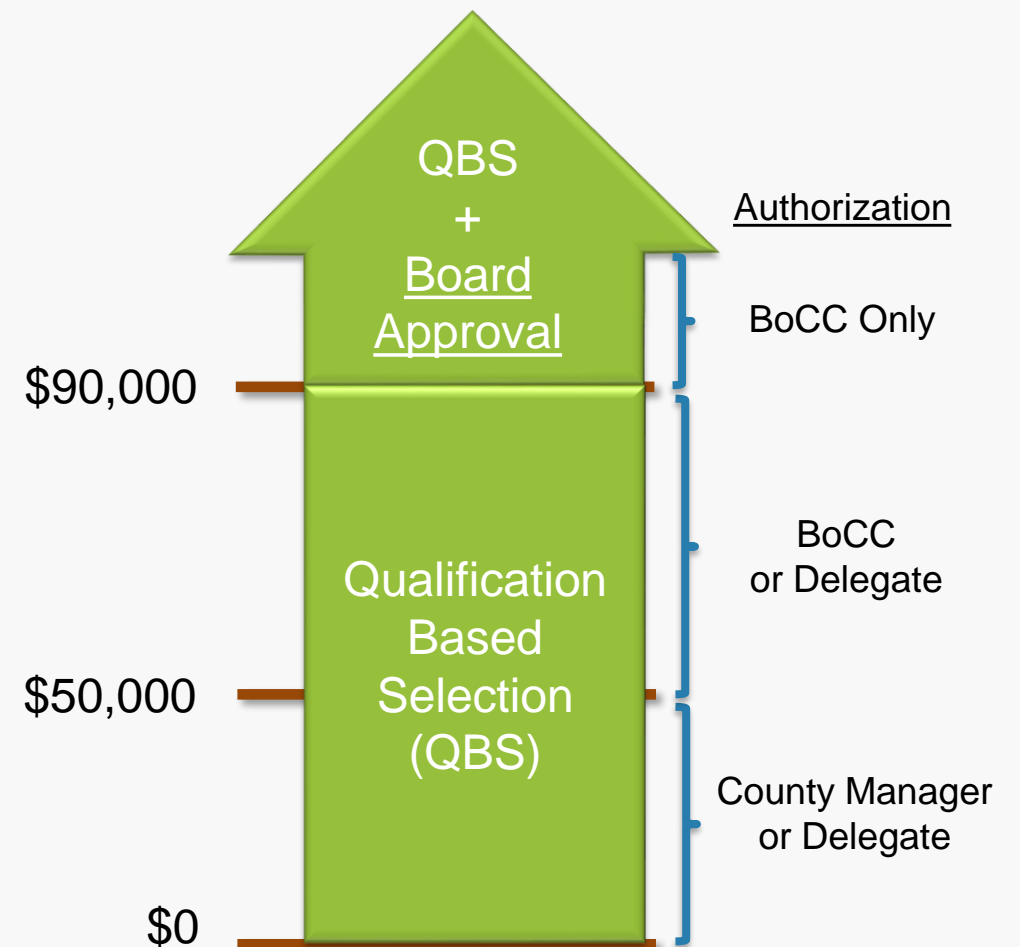
Architects, Engineers, Surveyors, Design & Build, or Construction Manager at Risk

Comparison of NC State Law vs. Buncombe County Procurement Policy

NC General Statute



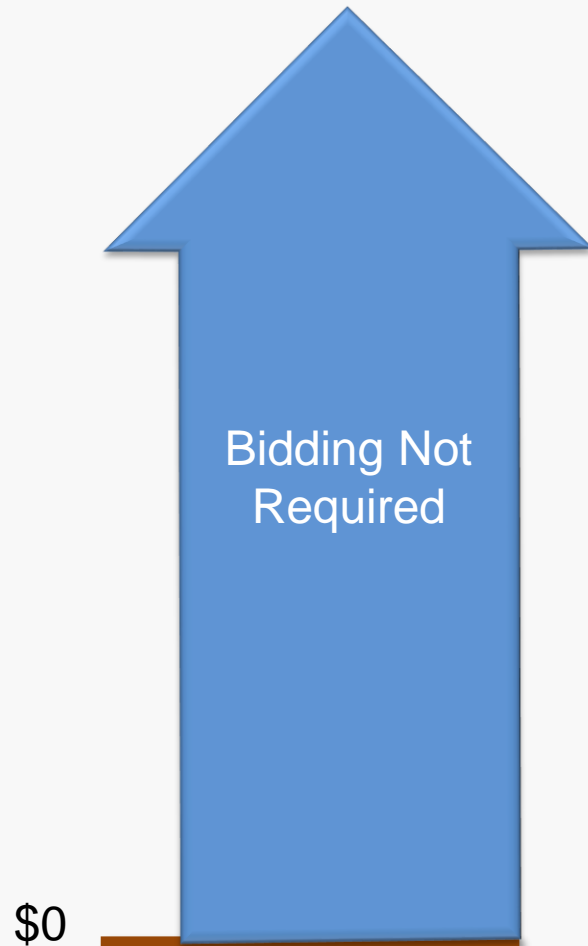
Buncombe Policy



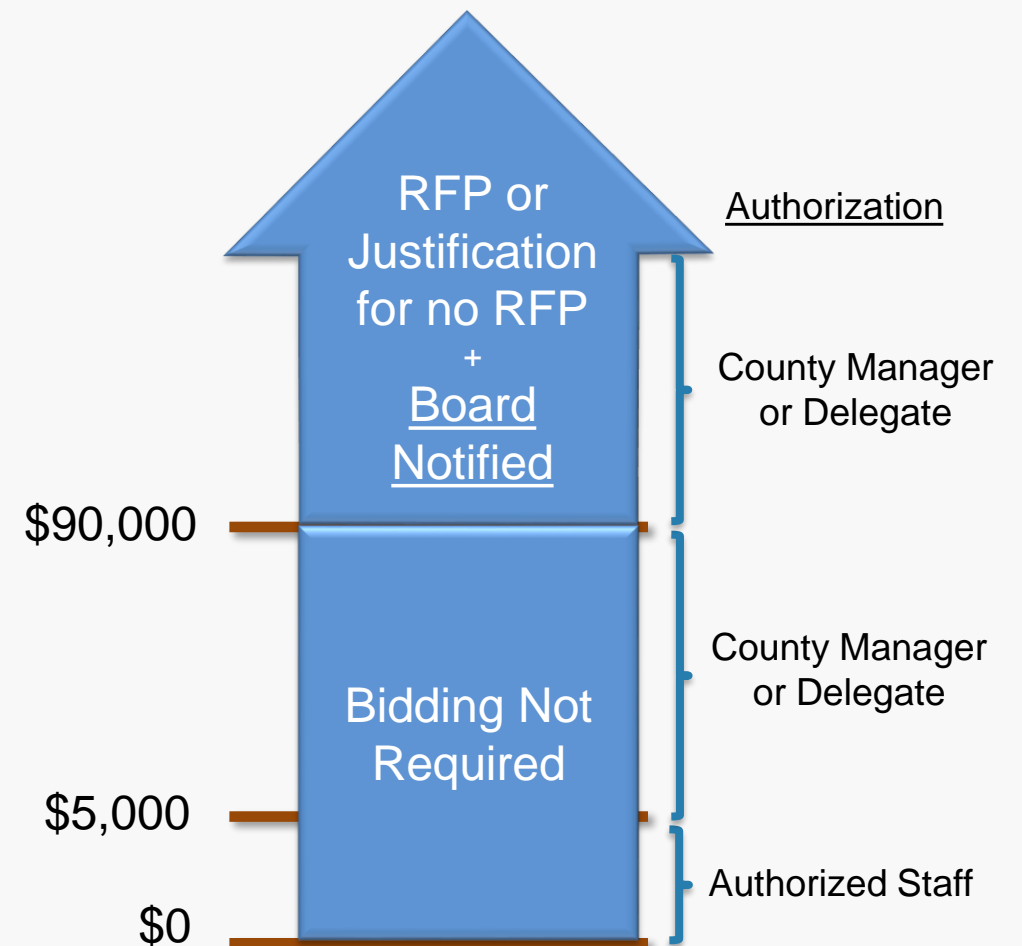
Services (Everything Else)

Comparison of NC State Law vs. Buncombe County Procurement Policy

NC General Statute



Buncombe Policy



Procurement Manual

A consolidated purchasing and procurement guide

- What is the Procurement Manual?
 - All procurement-related policies in a single document
- Consolidation makes it easier to train, access, and utilize
- Policies included in this manual:
 - Procurement Policy
 - Contracts
 - Procurement Cards
 - Meals and Meetings
 - Gift Cards
 - Travel
 - Surplus Property
- Is adopted by the Board of Commissioners

BUNCOMBECOUNTY

Procurement Manual

Version 1.0



Next Steps

- ~~1. Introduce Draft Procurement Manual~~
2. Solicit feedback on Procurement Manual
3. Incorporate input and make any needed updates
4. Formally adopt Procurement Manual policies

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